

**City of Fort Lauderdale  
Community Services Board  
October 13, 2014 – 4:00 P.M.  
City Commission Chambers – City Hall  
Fort Lauderdale, FL 33301**

|                           |   | <b>October 2014-September 2015</b> |               |
|---------------------------|---|------------------------------------|---------------|
| <b>MEMBERS</b>            |   | <b>PRESENT</b>                     | <b>ABSENT</b> |
| Wendy Gonsher, Chair      | P | 1                                  | 0             |
| Benjamin Bean             | P | 1                                  | 0             |
| Mark Fillers              | P | 1                                  | 0             |
| Wanda Francis (dep. 5:13) | P | 1                                  | 0             |
| Jason King (arr. 4:11)    | P | 1                                  | 0             |
| Chris Lovell              | P | 1                                  | 0             |
| Fred Roccanti             | P | 1                                  | 0             |
| Jasmin Shirley            | P | 1                                  | 0             |

**Staff Present**

Mario DeSantis, Liaison and Housing Administrator  
Jonathan Brown, Housing and Community Development Manager  
Marcia Gair, Administrative Aide  
J. Oppерlee, Recording Secretary, Prototype, Inc.

**Communications to City Commission**

None.

**I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

- **Quorum requirement – as of August 26, 2014, there are 8 appointed members to the Board, which means 5 constitutes a quorum**

Chair Gonsher called the meeting to order at 4:00 p.m. Roll was called and the Pledge of Allegiance was recited. It was noted a quorum was present.

**II. WELCOME / BOARD AND STAFF INTRODUCTIONS**

None.

**III. BOARD ELECTIONS**

**Motion** made by Mr. Fillers, seconded by Ms. Francis, to nominate Wendy Gonsher for Chair. In a voice vote, Chair Gonsher was unanimously re-elected.

**Motion** made by Mr. Roccanti, seconded by Ms. Francis, to nominate Jasmin Shirley [as Vice Chair]. In a voice vote, Ms. Shirley was unanimously elected Vice Chair.

#### **IV. APPROVAL OF MINUTES – SEPTEMBER 8, 2014**

**Motion** made by Mr. Fillers, seconded by Ms. Francis, to accept the minutes. In a voice vote, the **motion** passed unanimously.

#### **V. CDBG REVIEW**

- **Year End Report**

Mr. Brown advised that Staff is completing its year-end report on agencies receiving Community Development Block Grant (CDBG) funds. The Board recommended four agencies for fiscal year (FY) 2013-14: Women in Distress, Broward County Minority Builders, Broward Children's Center, and Legal Aid Service of Broward County. Thus far, only Women in Distress and Broward Children's Center have provided Staff with documentation of services provided. As a result, some CDBG funds remain from the previous fiscal year. Mr. Brown stated that he has advised the CDBG agencies to submit requests for these unspent dollars.

He also noted that in FY 2013-14, the City had set aside \$50,000 for Broward County Family Success under the Public Services category; however, this agency has elected not to receive these funds, which means an additional \$50,000 will be available for the current year as well. It was clarified that one reason for the refusal of these funds is the number of restrictions on the use of CDBG dollars.

Mr. King arrived at 4:11 p.m.

The Board discussed the unspent CDBG funds, including the requirement that no more than 15% of an agency's allocation can be spent toward Public Services. Mr. Brown explained that the typical cap on CDBG allocations for Public Services spending is \$50,000; it is now possible that agencies recommended for funding could submit requests that exceed this amount, because it is preferable to spend these funds rather than lose them. In addition to the unspent \$50,000, Mr. Brown noted that up to \$35,595 also remains from Broward County Minority Builders.

#### **VI. HOPWA**

- **Proposal Review**

Mr. DeSantis reported that the Board has been provided with backup information regarding approximately \$1.6 million available in one-time-only unspent funds. The applications for these funds total roughly \$1.45 million. The goal is to discuss these applications and determine if the proposed projects warrant use of these funds. The Board's recommendations will be sent to the City Commission; if funding is approved, it

will be available to the agencies on January 1, 2015 and must be used within 18 months. Funds intended for renovations must be used by September 2015.

Natasha Markman, Manager of the Short-Term Mortgage, Rent, and Utilities (STRMU) and Permanent Housing Placement (PHP) programs for Broward Regional Health Planning Council (BRHPC), stated that this agency's request is seeking funds to ensure that their Housing Opportunities for Persons with HIV/AIDS (HOPWA) clients are assisted in insurance open enrollment. The service is intended to tie into BRHPC's existing eligibility and counseling services by educating clients about the insurance enrollment process and the plans available to them.

Mr. DeSantis explained that HOPWA clients sometimes enroll in plans they do not understand, resulting in premiums and other costs they cannot afford, which in turn places their housing stability in jeopardy. The open enrollment period is available from November 15, 2014 to February 28, 2015; the requested funds would be available for two open enrollment periods. Michelle Rogiere, Division Director for BRHPC, noted that there are currently four full-time certified application counselors (CACs) employed by the Council; during the open enrollment period, additional part-time staff could be hired to assist with the process.

Chair Gonsler expressed concern with the proposed performance indicators, stating that they must include more activity than tracking of referrals in order to show that the \$48,000 was well spent. It was suggested that performance indicators could include client testimonials, as well as the number of clients enrolled in premium assistance programs. Mr. DeSantis concluded that he will work with the agency after the City Commission approves funding to address the concerns raised by the Board.

**Motion** made by Mr. Fillers, seconded by Mr. Bean, for funding at the requested value of \$48,514. In a voice vote, the **motion** passed 7-0. (Ms. Shirley abstained. A memorandum of voting conflict is attached to these minutes.)

Mark Ketcham, Executive Director of SunServe, advised that some HOPWA clients want to advance beyond the cycle of assistance, but have not been provided with basic financial management skills. The proposal is for one new full-time HOPWA case manager who would work with these specific clients as a group, as well as a professional financial manager who would work with the clients on a weekly basis.

Mr. Brown advised that Staff will recommend the use of these funds over an 18-month period to the City Commission. Chair Gonsler pointed out that the requested \$32,000 is a 12-month salary, and that \$48,000 might be a more accurate figure for 18 months. The case manager would be hired in December 2014 and begin work in January 2015. Mr. Ketcham clarified that at present, these clients do not receive any help in developing financial skills.

**Motion** made by Mr. Lovell, seconded by Mr. Roccanti, that the Board approve funding in the amount of \$50,000. In a voice vote, the **motion** passed unanimously.

Steve Nolte, Chief Operating Officer for Broward House, stated that the agency's request is for funding to make renovations to its project-based rental properties. Broward House owns eight buildings with 60 apartments, and would like to upgrade many of the appliances, including stoves, air conditioning units, refrigerators, and other amenities found in the units. The request would allocate approximately \$5000 per apartment for these upgrades. Mr. DeSantis noted that the improvements would reset the 10-year restrictive covenant placed on these properties.

**Motion** made by Mr. Fillers, seconded by Ms. Francis, to fund for \$283,500 as requested.

Mr. Lovell proposed an **amendment** to the **motion**: that this figure be increased to \$5000 per unit or \$300,000. The **amendment** was accepted.

In a voice vote, the **motion** passed unanimously.

Ms. Francis left the meeting at 5:13 p.m.

Sharon Bryant, Director of Operations for Mount Olive Development Corporation (MODCO), and Rodney King, Maintenance Supervisor, explained that their request is also for maintenance funds to update their units. MODCO owns three apartment buildings with a total of 21 units dedicated to HOPWA clients. The upgrades would improve energy efficiency of appliances, provide hurricane impact-resistant windows and doors, and install individual electrical meters for units.

Ms. Shirley requested an update on the roof condition of buildings. Mr. DeSantis replied that the roofs of two buildings are currently under warranty. Mr. King added that the roof of the newer building also has small leaks, and will be repaired using the requested funds. The request also includes security cameras to deter vandalism.

**Motion** made by Ms. Shirley, seconded by Mr. Roccanti, [to approve] \$350,000. In a voice vote, the **motion** passed unanimously.

Ellie Towne, Chief Executive Officer of Shadowood II, explained that the request is for \$790,000 for the purchase of 1033 and 1035 North Andrews Avenue, which consist of seven apartments, one single-family home, a parking lot, and a courtyard. At present, Shadowood II is paying nearly \$144,000 in annual rent. The units will house approximately 28 people at an estimated cost of \$27,600 per person. The agency has contracted with Titan Real Estate to oversee renovations to the properties. The intent is to turn the apartments into "pods" with single-room occupancy and shared kitchens and family rooms.

Mr. Lovell pointed out that the subject properties are not currently listed for sale, and that the purchase and construction prices may not be competitive. He also noted that the City may not approve the renovations due to possible Code issues. Ms. Towne advised that the agency would not fund the project until the properties were appraised to ensure their value. She noted that thus far, there is only a verbal agreement for the purchase, not a written contract.

Chair Gonsler felt there was no clear relation between the proposed performance indicators and the request, as she did not feel the clients would see better results by transitioning from a property owned by the agency than from a rented property. Ms. Towne stated that while the services provided by the agency would remain the same, the greatest difference will be in the amount of funds needed to run the facility. It was clarified that the cost savings would occur over a five-year period, after which another five years would still be under restrictive covenant for the properties.

Mr. Lovell added that while the proposal to purchase the properties is a good idea, the agency has not conducted the necessary business analysis the Board must take into consideration when funding a request. He also felt the \$800,000 requested was better suited to a competitive bid process among agencies than a grant to one agency. Mr. Brown confirmed that ownership of a building provides better control for agencies to administer their programs. Ms. Towne was noted that the City has never purchased a building for Shadowood II, although it has made purchases for similar agencies in the past.

Mr. Lovell suggested that the agency could come back before the Board in November with a more complete business plan, including an appraisal. Ms. Towne pointed out that appraisal could be an expensive process, which she would not wish to undergo without knowing that the agency would be able to proceed with the purchase. Mr. Brown suggested that Shadowood II might be able to use administrative dollars for this purpose. It was also noted that the City might be able to provide an appraisal of the property, although Mr. Brown clarified that this is not typically done before the purchaser has a contract to buy the property. Mr. Lovell reiterated that zoning requirements should also be reviewed to ensure that the pod concept is allowable under Code.

Ms. Towne also pointed out that it would take nearly one year for the agency's existing leases to expire and to move clients to the new facility. Mr. Brown advised that under the Uniform Relocation Act, the agency could relocate its clients, but would need to absorb the costs of the relocation. Ms. Shirley suggested that Shadowood II's representatives reach out to the Housing Authority to determine if they have properties they might wish to sell. The Board agreed by consensus that the agency should return with a revised proposal at a subsequent meeting.

**Motion** made by Mr. Lovell, seconded by Mr. Fillers, that the application be denied. In a voice vote, the **motion** passed unanimously.

Mr. DeSantis concluded that thus far, two agencies have applied to acquire the properties currently owned by the Housing Authority. He asked that the Board members review and score these applications and prepare to discuss them in November. The agencies have expressed interest in the units whether they are for sale or for lease.

## **VII. GOOD OF THE ORDER**

- **November Meeting Date**

**Motion** made by Mr. Fillers, seconded by Mr. Roccanti, to move [the November meeting date] to the 17<sup>th</sup>. In a voice vote, the **motion** passed unanimously.

## **VIII. PUBLIC COMMENTS**

None.

## **IX. ITEMS FOR THE NEXT AGENDA**

It was noted that the next agenda would include review of the Housing Authority materials.

## **X. ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting was adjourned at 6:03 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]